

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Initial Placement in the Salary Band  
Procedure No. 3-03 (F)  
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Effective April 1, 2009

(1) Job Families

The Human Resource Department is responsible for maintaining and monitoring the integrity of the classification plan including the creation, adjustment and development of all classifications and job families. All job classifications will be placed in a job family for salary administration and performance management purposes. Each classification will then be placed into the appropriate salary broad band based on a number of factors to include but not limited to knowledge, skills, abilities, responsibilities and duties of the position taking into account how the position is point-factored and compared to other bench marked positions internally and externally.

*New Procedure*